

LACSLink[™] END USER LICENSEE PERFORMANCE REQUIREMENTS

1. Purpose

- 1.1 The purpose of these performance requirements is to establish standard criteria of performance with which USPS requires LACSLink[™] End User Licensees to comply. The LACSLink[™] Product will enable Licensees to provide the new address when a converted address matches the LACSLink[™] file.
- 1.2 Licensee's interface software must adhere to specific USPS requirements regarding the product as well as to the matching rules and specifications herein.

2. Product Description and Fulfillment

- 2.1 The LACSLink[™] Product utilizes what is referred to as "hash" tables. The hash tables are secure datasets that will only provide converted address information when queried, through use of a certified LACSLink[™] software interface, with a specific algorithm of the old address from a mailer's address list which matches the algorithm of the information as it appears on the LACSLink[™] database.
- 2.2 The input algorithm uses a complete address, a 5-digit ZIP Code and an unparsed address to obtain a match.
- 2.3 Licensee is responsible for writing or purchasing a certified LACSLink[™] software interface which will customize the type of input format and provide the desired output.
- 2.4 Monthly updates containing the full LACSLink[™] Product datasets will be provided via CD to Licensees.

3. General Requirements

- 3.1 Any Licensee wishing to provide LACSLink[™] processing, either internally or externally, must first obtain (either by purchase or developer license) a licensed and certified Interface Product. The Interface must be reviewed, tested, and approved by the USPS prior to any actual use of the LACSLink[™] product for processing occurring in a production environment to ensure that all license requirements are met.
- 3.2 Licensee, in order to utilize the LACSLink[™] Product, must meet all requirements and specifications contained within the License Agreement and the most current version of the Licensee Performance Requirements, unless explicitly allowed, prohibited, or modified by USPS in writing. Copies of these documents, the Certification Procedures and any new updates to the documents will be posted on the RIBBS website at <http://ribbs.usps.gov/files/LACSLink>.

4. Specific Requirements

- 4.1 Licensees must use USPS certified LACSLink[™] software to access the LACSLink[™] Product.

LACS^{Link} END USER LICENSEE PERFORMANCE REQUIREMENTS

- 4.2 To provide the most-up-to-date address conversions, Licensees utilizing the LACS^{Link} Product must receive the ZIP + 4 and City/State Products on a monthly basis. Refer to Exhibit A for acceptable use dates for these products.
- 4.3 Licensee must adhere to the provisions of Standards of Performance as detailed in Section 6.
- 4.4 Licensees must be capable of:
 - a) Responding to all address inquiries from subscribers and the Licensors.
 - b) Updating the system with full file replacement monthly via CD.
 - c) Licensee shall provide USPS with access to any resource used in performance of this license and with the necessary equipment and/or reports to monitor performance at Licensee's facility.
- 4.5 LACS^{Link} shall not be used to facilitate creation of address lists artificially. To detect conditions when address records appear to be the result of artificial manufacture and not legitimately obtained addresses, a "Stop LACS^{Link} Processing" function will cause the interface to cease processing addresses when the interface encounters a list containing an apparent artificial address. Any time an address encounters a False Positive record, the LACS^{Link} conversion function shall be halted immediately; however, additional processes such as ZIP + 4 coding and DPV may continue.
- 4.6 When the Licensee encounters the "Stop LACS^{Link} Processing" function, the Licensee must notify the software distributor in order to restore LACS^{Link} processing capability. Upon approval from USPS, the distributor will provide a unique "one time only, restart code" to restore LACS^{Link} processing capability (i.e. cannot be used after the first occurrence to bypass any further "Stop LACS^{Link} Processing" error codes). USPS reserves the right to require suspension of a Licensee's ability to perform LACS^{Link} processing when multiple incidents of artificial address detection occur.
- 4.7 Licensee shall establish a central email address for receipt and disbursement of USPS electronic correspondence within Licensee's organization.

5. Basic LACS^{Link} Product Output

- 5.1 For each address submitted by a customer, Licensee's LACS^{Link} software must be able to return the following output:
 - a) Each original unaltered input address as it was presented.
 - b) For each mailing address for which there is a match to the LACS^{Link} Product, a standardized converted address with 11-digit Delivery Point Barcode (DPBC) and standard return codes as listed in Exhibit B.
 - c) When a match is made, the specific address utilized in the query that obtained the match must be returned.

LACSLink END USER LICENSEE PERFORMANCE REQUIREMENTS

- d) For each mailing address for which there is not a match to the LACSLink Product, the Interface shall return all elements as appropriate under items a and b as well as any standard return codes as may be appropriate as listed in Exhibit B.
- e) The urbanization name information for converted (updated) addresses, when applicable.

6. Standards of Performance

- 6.1 LACSLink interface will be tested with a CASS/LACSLink Stage II test file in accordance with the LACSLink Developer license. Separate certification for LACSLink End User Licensees is not required. Licensee shall repair or have repaired all equipment, hardware and/or software deficiencies related to the LACSLink system within 60 days of identification of said deficiencies.
- 6.2 Since multiple LACSLink License awards are anticipated, the marketplace will establish a competitive price for the service. However, the intent of the U.S. Postal Service is that this service will be widely available at reasonable cost to customers.
- 6.3 Service Provider Licensees are permitted to "bundle" services such as NCOALink, and merge/purge along with LACSLink. Charges for such bundled services must be separated from LACSLink, but may be consolidated on one bill provided to Licensee's customer.
- 6.4 Licensee is responsible for providing all necessary customer support for its Services. Licensee's customers requiring technical information must contact a customer service group managed by Licensee. Licensee's customer service group shall be responsible for providing resolution to all inquiries concerning the processing output.
- 6.5 It shall be Licensee's responsibility to ensure that its customers understand the LACSLink process and output.
- 6.6 Licensee is responsible for distributing license related electronic correspondence from USPS to the appropriate personnel within Licensee's organization. Pursuant to paragraph 4.7, all electronic correspondence will be directed to a central email address within the Licensee's organization. The email address must be ncscinfo@<yourcompany>.com. In the event that this address is already assigned for some other purpose, an alternate address must be submitted to USPS for approval. Licensee will subsequently distribute all applicable USPS notifications internally to ensure receipt by the proper staff. Such correspondence will also be sent to the pertinent contacts provided during the application process; however in the event of "bounce backs" successful delivery via the central email address will be considered confirmation of receipt.

**LACS^{Link} END USER
LICENSEE PERFORMANCE REQUIREMENTS**

Exhibit A

Per the USPS DMM®, the ZIP + 4 and City/State data must be updated by ZIP + 4 and City/State Product users within 45 days of the USPS release date. For general use, a data release is valid for 105 days from the USPS release date and users may elect to receive bi-monthly updates. However, USPS requires LACS^{Link} Licensees to update these files on a monthly basis in order to obtain the best possible results from the LACS^{Link} process.

The following chart is provided to assist in determining which data release is considered the most current for LACS^{Link} Licensees.

Release	Required Use Date	Last Use Date
January 15	March 1	March 31
February 15	April 1	April 30
March 15	May 1	May 31
April 15	June 1	June 30
May 15	July 1	July 31
June 15	August 1	August 31
July 15	September 1	September 30
August 15	October 1	October 31
September 15	November 1	November 30
October 15	December 1	December 31
November 15	January 1	January 31
December 15	February 1	February 28 (Feb 29 in leap year)

**LACS^{Link} END USER
LICENSEE PERFORMANCE REQUIREMENTS**

**Exhibit B
LACS^{Link} Return Code Descriptions**

Code = Return Code

Address = "Y" = New Address

"N" = New Address not provided

Description = Explanation of Return Code

How = "D" = Derived by data – returned in lieu of 11 digit

"S" = Derived by software

Code	Description	Address	How
A	LACS^{Link} Record Match – The input record matched to a record in the master file. A new address could be furnished.	Y	D
00	No Match – The input record COULD NOT BE matched to a record in the master file. A new address could not be furnished.	N	D
09	LACS^{Link} Record Match: Highrise Default – The input record matched to a record in the master file, but the old address is a highrise default.	N	D
14	LACS^{Link} Record Match: New Address Would Not Convert at Run Time – The input record matched to a record in the master file. The new address could not be converted to a deliverable address.	N	S
92	LACS^{Link} Record Match: Secondary Number Dropped from Input Address – The input record matched to a master file record, but the input address had a secondary number and the master file record did not. The record is a ZIP + 4 street level or highrise match.	Y	S